

Registration & Enrollment

Welcome to Findlay Digital Academy! If you are enrolling a new student to the District you will find all of the information that you need here on this page. All Registration is completely done online thru Final Forms. However, if you need any assistance with registering a new student please contact Shelly Cassidy at (419) 425-8931.

NEW STUDENT REGISTRATION for the 2022-2023 School Year
will begin on May 1, 2022

Final Forms will communicate with parents through email notifications. Please be sure to provide a working email address.

Step One – Create Parent Account with FinalForms

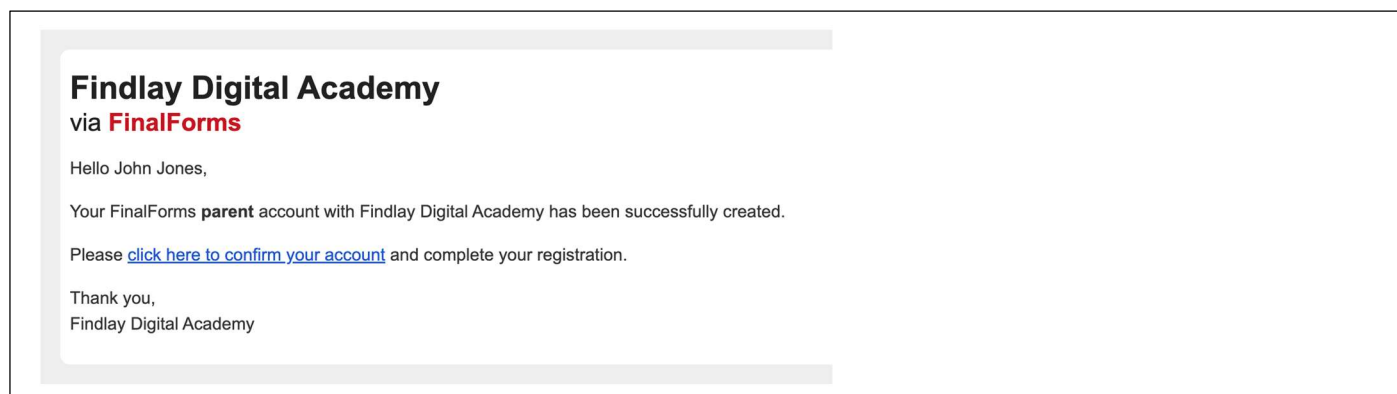
1. Go to: findlaydigitalacademy-oh.finalforms.com
2. Locate the parent icon and click **NEW ACCOUNT** below.



3. Type **YOUR NAME**, **DATE OF BIRTH**, and **EMAIL**. Next, click **REGISTER**.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still cannot locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from Final Forms. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



5. Create your new Final Forms password. Next, click **CONFIRM ACCOUNT**
6. Click **REGISTER STUDENT** for your first child.

Step Two – Registering Your New Student

To register your first student?

IMPORTANT: If you followed the steps above in Step one, you may jump to number 3 below

1. Go to: findlaydigitalacademy-oh.finalforms.com
2. Click **LOGIN** under the Parent Icon



3. Locate and click the **ADD STUDENT** button located in the upper right.
4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
5. Complete each form and sign your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form. As you begin finishing forms, they will turn from red to green to show you have completed everything with that page.

Form Signatures

Parent Signature:

Your signature MUST match your name: **Clayton Burnett**

Student Signature:

[Submit Form](#) [Skip this form](#)

7. When all forms are complete, you will see a 'Forms Finished' message.

You can update your information at any time!

Login at any time and click **UPDATE FORMS** to update information for any student.

Step Three- Uploading documents

1. Once you complete the form set and all forms have turned green, you will need to upload your documents.
2. You will need to take a photo or scan each of the required documents.
3. You will click on the Manage Documents Icon and proceed to upload each document
4. Please make sure each document is clearly visible and well lit. Label each document such as:
Smith, Jennifer Birth Certificate

Once all of your documents are uploaded your registration will be complete and we will contact you for an enrollment start date.